

The City of Oneonta is currently seeking applications for a Public Works Director. This vital management position (formerly classified as City Engineer) is responsible for the efficient and economical operation of all Public Works subdivisions including; facilities, engineering, parks, sewers, streets, wastewater treatment, water distribution, and water treatment. This position may be filled on a provisional basis pending completion of civil service requirements. A full job description and job application may be found at www.oneonta.ny.us/personnel. Interested candidates may submit a cover letter, completed application, and resume via email to personnel@oneonta.ny.us.

PUBLIC WORKS DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is the chief administrative position for the Department of Public Works having responsibility for the efficient and economical operation of various City programs, services, and infrastructure, including streets, parks, sewers, facilities, water distribution, engineering, wastewater treatment, and water treatment. The work involves technical and administrative responsibility for planning, coordinating and directing overall public works activities. It is performed under the general administrative direction of the City Administrator with considerable exercise of independent judgment in planning, coordinating and carrying out public works projects and programs. General supervision, through the established leadership command structure, is exercised over the activities of all subordinate public works employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Provides managerial oversight of the Department of Public Works inclusive of all divisions, programs, and staff;
- Directs and coordinates the design of engineering projects including plans, estimates, specifications, and drawings;
- Supervises and directs the construction of new streets and the reconstruction and maintenance of existing streets, curbing, culverts, bridges and parking facilities;
- Supervises the construction of new sewer lines and the reconstruction, maintenance and cleaning of the existing sewer and drainage system;
- Supervises the construction of new water lines and the reconstruction, maintenance and cleaning of the existing water and distribution system;
- Supervises the operation and maintenance of the sewage treatment plant;
- Supervises the operation and maintenance of the water treatment plant;
- Directs the collection and disposal of brush and green waste;
- Plans and directs the maintenance and operation of public buildings;
- Plans and directs the maintenance and operation of street lighting system;
- Plans and directs the installation and maintenance of traffic signs and street markings;
- Plans and directs street cleaning, snow removal and ice control;
- Plans and directs the maintenance of parks and recreation areas and facilities and equipment;
- Inspects the work of construction and other public works crews in progress and upon completion;
- Prepares budget estimates of the Department of Public Works;
- Directs budget control and financial operations of the Department of Public Works;
- Drafts specifications for and recommends the purchase of equipment, machinery, materials, tools and other supplies;

- Directs the preparation and maintenance of a variety of activity, cost, personnel, statistical and related records and reports;
- Attends meetings and conferences to assist in the formulation of policy relating to public works activities;
- Reviews and responds to complaints regarding public works projects and activities;
- Supervises and approves the issuance of permits for street openings, street closings, driveway approaches and curb cuts;
- Maintains all books and records of surveys and maps of public places, streets, avenues and lanes, and the grade thereof;
- Plans and coordinates public works programs and projects with other city, public, and private activities and functions;
- Plans and coordinates public messaging regarding public works programs, projects, and initiatives;
- May, at the direction of and/or in conjunction with the City Administrator, meet in an advisory capacity with the Common Council;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of the administration of a public works department; good knowledge of the practices, techniques, tools, equipment, materials, terminology and safety precautions of street, sewer and water construction, extension, maintenance and repair; street cleaning, snow removal, ice control, street lighting and related public works activities; good knowledge of parks, buildings and grounds maintenance and repair; good knowledge of federal, state and local laws and regulations relating to public works activities; ability to plan, develop, coordinate and carry out municipal programs; ability to analyze technical public works data, arrive at logical conclusions and present facts and findings clearly and concisely; ability to understand and carry out complex administrative and technical oral and written directions; ability to get along well with and secure the cooperation of others; ability to train subordinates in public works methods and procedures; sound judgment; initiative and resourcefulness; integrity; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Civil Engineering or closely related field and eight years of engineering management, construction management, or municipal public works experience, three years of which shall have been in a responsible supervisory or administrative capacity.

SPECIAL REQUIREMENT: Possession of the appropriate level of New York State Driver's License at time of appointment; such license must be maintained throughout the duration of employment.

Jurisdictional Classification: Competitive

ADOPTED CSC: April 28, 2021